

# **Directive by the Office of the Rector of the University of Veterinary Medicine, Vienna on the restrictions on admission to the Master's Programme Comparative Biomedicine – Infection Biomedicine and Tumour Signalling Pathways and on the admissions procedure in the academic year 2018/2019**

At its meeting on 8 November 2017, the Office of the Rector of the University of Veterinary Medicine, Vienna—pursuant to the opinion expressed by the Senate and pursuant to § 71d and § 63a para. 8 in conjunction with § 63 of the Universities Act (Universitätsgesetz, UG), Federal Law Gazette I, No. 120/2002 in the current version—agreed on the following directive on the admissions procedure for and on the restrictions on admission to the Master's Programme Comparative Biomedicine – Infection Biomedicine and Tumour Signalling Pathways, which was approved by the University Council on 06.12.2017:

## **Preamble**

Pursuant to § 71d UG, admission to the Master's Programme Comparative Biomedicine – Infection Biomedicine and Tumour Signalling Pathways shall be restricted through an admissions procedure conducted prior to enrolment. At the University of Veterinary Medicine, Vienna, the Master's Programme Comparative Biomedicine – Infection Biomedicine and Tumour Signalling Pathways is offered exclusively in the English language. Also pursuant to § 63a para. 8 UG, for master's degree programmes that are offered only in a foreign language, the Office of the Rector can determine the number of incoming students and set forth admissions procedures governing acceptance.

Thus, pursuant to the opinion expressed by the Senate and following authorization by the University Council, the Office of the Rector stipulates the following admissions procedure prior to enrolment:

## **General Provisions**

### **Scope of Application**

**§ 1.** (1) The regulation about the admissions procedure shall be applicable to all applicants to the Master's Programme Comparative Biomedicine – Infection Biomedicine and Tumour Signalling Pathways at the University of Veterinary Medicine, Vienna. All applicants seeking admission to this programme, regardless of their nationalities, have to complete the admissions procedure. Admission of applicants shall take place exclusively at the beginning of the 2018/2019 academic year.

(2) Places in the incoming class shall be awarded pursuant to § 71d and § 63a para. 8 UG through an admissions procedure conducted prior to enrolment.

**§ 2.** (1) For enrolment, the successful completion of admissions procedure prior to enrolment is mandatory, in addition to requirements for the general and special university entrance qualification pursuant to §§ 64 UG.

(2) Pursuant to § 64 para. 3 UG, admission to a master's degree programme is conditional upon the successful completion of a relevant bachelor's degree programme, university of applied sciences bachelor's degree programme, or other equivalent programme at a recognized domestic or foreign postsecondary educational institution.

## **Number of places**

**§ 3.** The number of incoming students shall be set at 15 for the 2018/2019 academic year.

## **Admissions Procedure**

### **General provisions**

**§ 4.** (1) Places in the incoming class shall be awarded in the framework of an admissions procedure, whose prerequisite shall be participation in the online application process (§ 5.). The points relevant for ranking shall be determined according to the number of points achieved on the aptitude test (§ 7.).

(2) The admissions procedure shall take place once a year prior to the start of the winter semester. Enrolment in the master's programme shall take place only during the 2018/2019 winter semester following successful completion of the admissions procedure and after the other requirements for admission (§§ 63ff UG) have been fulfilled.

(3) Any costs incurred by the applicants through participation in the admissions procedure are the sole responsibility of the applicants and are not subject to reimbursement.

## **Online Application**

**§ 5.** (1) During the application period from 2 May 2018 to 6 June 2018, 1 p.m., applicants may apply for a place in the incoming class exclusively via a web-based form available through the home page of the University of Veterinary Medicine, Vienna. Other application methods (e.g., email, fax, telephone or similar) and also online applications received prior to the beginning of the application period or after the application deadline are inadmissible and will not be considered. An extension of the application period is ruled out.

(2) Applicants may apply to only one of the master's degree programmes at the University of Veterinary Medicine, Vienna.

(3) In their online applications, applicants are required to include general (personal) information, along with a valid email address. For the purposes of statistics and evaluation, information about applicants' parents will also be collected. Online applications that are incomplete, untruthful, not in compliance with the instructions for filling out the form or received outside of the application period are invalid and will not be considered; the same applies to prohibited and particularly to fraudulent multiple applications. Requests for improvements shall not be granted.

(4) Should it be necessary for the University of Veterinary Medicine, Vienna to communicate directly with applicants during the admissions procedure, this shall take place exclusively through the email address indicated in the online application.

## **Fees**

**§ 6.** (1) The application fee shall be 50 euros. This fee must be received by 13 June 2018. An extension of the deadline is ruled out.

(2) Fees that cannot be ascribed to a particular applicant (e.g. due to a missing or incorrect payment reference or an error on the part of the bank) or insufficient payments shall preclude participation in the admissions procedure. Fees received after the payment deadline shall lead to the applicant being disqualified from the

admissions procedure and will be refunded by the University of Veterinary Medicine, Vienna.

(3) If applicants, despite a successful online application, do not show up for the aptitude test (§ 7.) or if the admissions process is discontinued as set forth in § 7. para. 2, there shall be no entitlement for a refund of the application fee.

## **Aptitude Test**

**§ 7.** (1) The aptitude test shall be administered exclusively in the English language and shall consist of 60 subject-specific questions pertaining to the course of studies. The test duration is 90 minutes.

(2) Scheduled to take place from 25 to 29 June 2018, the aptitude test must be completed in person by applicants who submitted a successful online application (§ 5.) by the deadline and paid the fee correctly (§ 6.). Should the number of participants for the aptitude test be less than the number of places allocated for the master's programme (§ 3.), the aptitude test may be cancelled. The aptitude test is not an examination in the sense of §§ 72ff UG.

(3) The subject matter for subject-matter-specific questions pertaining to the course of studies shall be posted on the home page of the University of Veterinary Medicine, Vienna and the learning materials made available at the library of the University of Veterinary Medicine, Vienna.

(4) The aptitude test shall take place only on the dates announced in due course on the home page of the University of Veterinary Medicine, Vienna. Applicants who show up late or do not show up at all on the dates announced shall be disqualified from the application procedure and admission to the master's programme will not be possible.

(5) Applicants must present official photo identification (valid passport, driver's license etc.) as proof of identity.

(6) The identity of the aptitude test participant must be determined prior to the start of the aptitude test via the official photo identification brought by the applicant. Should an unequivocal positive identification not be possible, invigilators shall not permit the applicant to participate in the aptitude test.

(7) Aptitude test participants who interfere with the orderly administration of the test may be warned by the test proctor and, in cases of severe or multiple infringements, may be excluded from the remainder of the test. In such a case, the applicant shall be disqualified from the admissions procedure.

(8) Applicants who attempt to influence their test results through dishonest means may be warned by the test proctor and, in cases of severe or multiple infringements, may be excluded from the remainder of the test. Dishonest means are, in particular, the use of prohibited resources, the use of cameras, mobile phones, PDAs or other electronic devices during the test or continuing to work on a section of the test outside of the allotted time. Should aptitude test participants be excluded from the remainder of the test due to the employment of dishonest means or the employment of dishonest means be determined after completion of the aptitude test, the applicant shall be disqualified from the admissions procedure.

## **Ranking and Acceptance**

**§ 8.** (1) Applicants are ranked sequentially according to the number of points achieved throughout the admissions process. The available places shall be awarded to the applicants with the highest number of points, respectively. In case of a tie, preference will be given to whichever gender is under-represented. If there is still a tie, the decision shall be made by drawing lots.

(2) The announcement of the results of the admissions process shall occur at the same time as the publication of the rankings. Successful applicants (according to the stipulations) shall be notified in writing by email and by post sent to the addresses disclosed during the admissions process. This notification shall also include the formal steps that are necessary and thus required for admission.

(3) Should a designated place not be personally claimed by fulfilment of the next formal steps in the admissions process within 15 calendar days of the written notice, any claim on that place in the incoming class shall be rendered void and the spot offered to the next applicant in the ranking sequence.

(4) Relinquishing the designated place in the incoming class after admission or payment of the tuition fees, inasmuch as payable, shall not constitute grounds for reimbursement of the tuition fees.

**§ 9.** (1) Only those applicants who have been awarded a place in the incoming class as a result of the admissions procedure may enrol in the master's degree programme. Enrolment then takes place within the prescribed deadline for claiming a place in the framework of the general enrolment period for the 2018/2019 winter semester at the Student Services department of the University of Veterinary Medicine, Vienna, Veterinärplatz 1, 1210 Vienna. At this time, all the required conditions and documents necessary for enrolment will be examined. Apart from this, enrolment is subject to the curriculum as well as to the stipulations of the Universities Act 2002 in the version currently in force.

(2) Enrolment of applicants who have gone through the admissions procedure but were not awarded a place is not permissible.

### **Repeated Participation in the Admissions Process**

**§ 10.** Applicants who were not awarded a place in the incoming class for an academic year or were not admitted to a master's degree programme may reapply for admission during the following academic year. Ranking (§ 8.) will be determined exclusively by the result achieved through the admissions procedure in that particular academic year. If the admissions procedure is repeated, it must be completed in its entirety every time.

### **Entry into Force**

**§ 11.** This directive shall enter into force on the day after its publication in the bulletin (Mitteilungsblatt).

For the Office of the Rector:  
Ao. Univ.-Prof. Dr. Petra Winter